



# Position Description

Position Information	
<b>Position</b>	Director, National Women's Safety Alliance (NWSA)
<b>Date approved</b>	July 2021
<b>Program</b>	National Women's Safety Alliance (NWSA)
<b>Supervisor</b>	Chief Executive Officer, YWCA Canberra
<b>Location</b>	YWCA Canberra Central Office
<b>Hours of work</b>	30-38 hours per week
<b>Salary</b>	Salaried position

General Conditions of Employment
<ul style="list-style-type: none"> <li>• YWCA Canberra Enterprise Agreement 2018 - 2023</li> <li>• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check at own cost</li> <li>• Appointment is subject to providing a Police Check valid within the last 3 months</li> <li>• Appointment is subject to satisfactory working rights in Australia</li> <li>• All YWCA Canberra policies and procedures will apply</li> <li>• Subject to a 6-month probation period</li> </ul>

Position Statement
<p>The role of Director, NWSA is responsible for deliverables against the Activity Work Plan approved by NWSA Governance Committee and day to day operations within the position's YWCA Canberra delegations. In addition, this role will manage the NWSA Policy &amp; Advocacy Advisory Committee and be the official spokesperson for the NWSA.</p>

Responsibilities
<p>The key responsibility of this role is to build and manage NWSA profile and impact/influence nationally on eliminating all forms of violence against women and provide evidence-based policy advice on women's safety. This will be achieved by developing and implementing innovative strategic alliance through communication, advocacy, and policy initiatives.</p> <ul style="list-style-type: none"> <li>• Developing and implementing communication, advocacy and policy strategies, including undertaking media relations, government relations, campaign design, speechwriting, and a range of digital and print content and collateral.</li> <li>• Represent NWSA publicly through the media.</li> <li>• Develop the policy and advocacy priorities for NWSA's and oversee implementation.</li> <li>• Grow the membership of NWSA to be representative of the sector nationally.</li> <li>• Facilitate and foster productive relationships with women's safety organisations, individuals with lived experience, government and other relevant stakeholders.</li> <li>• Manage the NWSA Policy &amp; Advocacy Advisory Committee and implement effective contemporary governance practices.</li> <li>• Manage day to day operations and staff within YWCA Canberra policies, delegations and the NWSA funding contract.</li> </ul>

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Steward: Human Resources	Approved By: Chief Executive Officer
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- Work collaboratively and consultatively in a dynamic environment 'with and through' NWSA advisory committee, staff, as well as individual members/community partners and other organisations such as, the other Women's National Alliances, Our Watch and ANROWS
- Participate in the development, implementation and monitoring of annual budgets, contract reporting and mid-year reviews with the Federal Office for Women.
- Prioritise and meet deadlines and work without direct supervision.
- Perform other duties as required.

Selection Criteria			
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications or equivalent level experience in policy, advocacy, research, government relations, or campaigning.</li> <li>• At least 2 years' experience working in policy within federal government.</li> </ul>		
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in managing and speaking to the media.</li> <li>• Demonstrated experience in developing policy strategy.</li> <li>• Extensive knowledge of women's safety issues.</li> <li>• Established network of relationships within the relevant sector.</li> <li>• Experience chairing committees and managing diverse stakeholders.</li> <li>• Knowledge of developing evidence-based policy advice.</li> <li>• Experience in writing for and managing a range of content platforms and publications including newsletters, annual reports, websites, media releases, and social media content.</li> <li>• Demonstrated experience within a business operation delivering sound governance, financial management and operational excellence.</li> </ul>		
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• High work ethic, self-motivated, and outcomes focused.</li> <li>• An innovative, collaborative and creative approach to work.</li> <li>• Exceptional verbal, written and interpersonal skills and collaborative attitude.</li> <li>• Ability to influence others.</li> </ul>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work within the philosophy of the YWCA Canberra</li> <li>• Digital literacy.</li> <li>• Current full driver's license</li> <li>• A current Working with Vulnerable People Registration</li> <li>• Australian Citizenship or suitable rights to work in Australia</li> </ul>		
Authorisation			
<b>Acknowledgement by Incumbent</b>	Signature: Name:	<b>Date</b>	Click here to enter a date.
<b>Chief Executive Officer YWCA</b>	Signature: Name:	<b>Date</b>	Click here to enter a date.

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